# Accident Reporting and Recordkeeping Training

All Corps Employees

# Overview: Objectives

- At the end of this lesson, you should be able to:
  - Describe your **responsibilities** and the **responsibilities** of all Corps employees to report work-related injuries and illnesses
  - Describe your **rights** and all Corps employees' **rights** to privacy in the Accident Reporting System and their **rights** to records of their accidents

# Updated Federal Agency Recordkeeping Requirements

- Revisions to 29 CFR Part 1960
- Transition of Federal Agencies to the private sector requirements of 29 CFR 1904
- Amendments to the occupational injury and illness recording and reporting requirements applicable to Federal agencies
- Amendments to the forms used by Federal agencies to record those injuries and illnesses

# Federal Employees' Compensation Act

- The changes in the OSHA requirements do not diminish or modify in any way a Federal Agency's responsibility to report or record injuries and illnesses as required by the Office of Workers' Compensation Programs under the Federal Employees' Compensation Act

# Impacts

- All employees must complete basic training on accident reporting rights and responsibilities
- Supervisors and Team Leaders must learn the new accident recordability criteria and reporting procedures
- Contractor accident reporting procedures have changed

# Responsibilities

# Employee Responsibility

- All Corps employees and Corps Contractors have a responsibility to report all work-related accidents to their supervisor
- If your supervisor is unavailable, you should go to someone in your chain of command to report that you have experienced a work-related accident
- You, or a person acting on your behalf if you are unable to do so, must report the accident as soon as reasonably possible after the accident's occurrence

# USACE Responsibility

- Establish a procedure for employees to report work-related injuries and illnesses
- Inform all employees on how he or she is to report an injury or illness

# Employee Rights

# Discrimination

- USACE Command shall not discriminate against any employee:
  - Who reports a work-related fatality, injury, or illness
  - Who files a safety and health complaint
  - Who asks for access to records or otherwise exercises any rights afforded by the OSHA Act

# Privacy

- Your local Command may not enter the injured or ill employee's name on the OSHA forms in the cases that involve:
  - injury or illness to an intimate body part or the reproductive system
  - an injury or illness resulting from a sexual assault
  - mental illness
  - HIV infection, hepatitis, or tuberculosis
  - needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material
  - any other injury or illness where the employee requests that his or her name not be entered on the Log

*(continued)*

# Privacy (continued)

- The local Command must first remove the names of all injured and ill employees and other personally identifying information when providing OSHA forms to those other than Government representatives, employees, former employees, or authorized representatives

# Copies of Records

- Upon request, the local Command must provide a copy of the injury log to any employee, former employee, personal representative, or authorized employee representative by the end of the next business day
- Upon request, the local Command must provide an authorized employee representative copies of incident reports as authorized by the OSHA standard within seven calendar days
- Each USACE establishment must post summary of accidents each year

# Summary of Experience

- A signed and certified OSHA 300A Summary Record of previous year's accident experience from February 1st through April 30th of the subsequent year must be posted at each establishment

# Training Summary

- Your Accident Reporting and Recordkeeping Training is now complete
- You should be able to:
  - Describe your **responsibilities** to report work-related injuries and illnesses
  - Describe your **rights** to privacy in the Accident Reporting System and your **rights** to records of your accidents
- If you have any questions, please contact your supervisor